

# CASSIE LAIRD

Drama / Film / TV Production

Bristol

cassielaird7@gmail.com

07882990706

Linkedin.com/in/cassie-laird



## SUMMARY

A highly motivated individual with a strong work ethic. Thrives in new situations and strives to achieve perfection in all tasks.

Career-focused with a can-do attitude. An intuitive, polite and enthusiastic woman seeking to gain more experience in the creative field of drama/film/tv production. Excellent admin skills, personable and highly organised.

## AREAS OF EXPERTISE

Person-to-person organisation  
Set-up of complex shoots  
Keeping track of equipment  
Budget Management  
Skilled user of Microsoft packages and ISO

## EDUCATION

2014 – 2017  
BA (Hons) Drama, University of the West of England, Bristol  
(Second Upper Class 2:1)

2012 – 2014  
Exeter College, Exeter  
A-Levels Drama (C), English Literature (B) Psychology (C)

2007 – 2012  
Okehampton College,  
GCSE's: 10 including English and Mathematics (grades A-C)

## COMPETENCIES

- » Planning and Organisation
- » Time Management
- » Prioritisation
- » Negotiation
- » Communication and Diplomacy
- » Quick decision making

## PROFESSIONAL EXPERIENCE

### PRODUCTION COORDINATOR Sep 2021 – Present Plimsoll Productions, Bristol

- Coordinate production across two episodes, utilizing budgeting, team management, and scheduling skills to ensure smooth operations.
- Train and mentor Production Management Assistants by explaining job responsibilities and coach them in their professional development.
- Created 'How To Guides' for the production management team.
- Handle insurance claims and coordinated the implementation for a paperwork tracking system across teams.
- Work with several international governing bodies to secure location permissions, including writing federal permits, and receiving approvals from the US Fish and Wildlife Service.
- Collaborate with contributors, scientists, vendors, and location representatives and provide support as needed
- Sent out over 30 shoots across one year.

### PRODUCTION COORDINATOR Sep 2019 – Sep 2021 Wild Space Productions Ltd.

- Worked across several episodes of a Blue Chip Natural History Series.
- Spearheaded all aspects of production, including managing budgets.
- Provide support to set up the production with the necessary supplies.
- Established production schedules, including the coordination of timing.
- Created and maintained production spreadsheets and issued call sheets.
- Organise travel arrangements for cast, crew and production executives.
- Build strong and cohesive relationships with crew located around the world.
- Responsible for the coordination of COVID-19 protocols on location.
- Ensure quality assurance throughout the production process.

### PRODUCTION OFFICE COORDINATOR PA TO MD April 2018 – May 2019 Silverlining, Bristol

- **Diary Management:** Organised meetings for the team's monthly routines mainly set in Bristol and London.
- **Festival/Event Organisation:** Silverlining attended TV Festivals including MIPTV, MIPCOM, Sunnyside, Wildscreen, Realscreen, WCSFP, Televisual, Sheffield Doc Festival where channel buyers from all over the world attended. Arranged meetings and made travel and accommodation arrangements.
- **Website Maintenance:** responsible for updating the website weekly with new title releases, news pieces etc.
- **Social Media Marketing:** maintained a Twitter account, programme catalogue production: created the companies programme catalogue twice a year.
- **Marketing Materials Coordination:** responsible for liaising with our producer clients to source marketing materials for their programmes.
- **Finance department support:** drafting invoices; quarterly royalty statements, gathering invoices, VAT receipts etc.

### CLIENT SERVICES DISPATCH COORDINATOR January 2018 – April 2018 Films@59, Bristol

- Communication with clients, team leader, health & safety, database maintenance, staff training, budgeting, event organiser.